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PMA, FOOD DIST. PROGRAMS BR.
DIRECTOR
5-29-46
PMA-A-16

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.
December 22, 1947
Number 116
PMA PROCEDURE TRANSMITTAL

NOTICES

1. 9422
A 2 P 942
CLOSING SUB-AREA FISCAL OFFICES. The Sub-Area Fiscal Offices located at Philadelphia, Pennsylvania and at Portland, Oregon will be closed as of December 31, 1947. Their functions and responsibilities will be transferred and consolidated, as of that date, with the New York City, New York, and the San Francisco, California, Area Fiscal Offices, respectively.

CHANGE OF ADDRESS

Effective January 2, 1948, the Labor Branch will move from the Van Dam Building to room 109, U. S. Customs House, 2nd and Chestnut Streets, Philadelphia 6, Pennsylvania.

NEW RELEASE

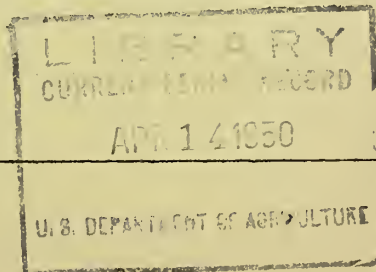
ADMINISTRATIVE NOTICE INTERPRETATION OF PMA INSTRUCTION LLL.24, CCC
NO. 80 OPERATING RELATIONSHIPS. Provides interpretations
12-15-47 to certain requirements of PMA Instruction lll.24,
CCC Operating Relationships. Distribution: (A).
(Advance distribution was made to AA manual holders
only)

ADMINISTRATIVE NOTICE CCC FIELD OFFICES AND FIELD OFFICE DIRECTORS. Lists
NO. 81 CCC Field Offices, together with the names and address
12-17-47 es of the Directors of these Field Offices. Distri-
bution: (A, B). (Advance distribution was made to
AA manual holders.)

PMA-106.3
12-15-47 COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMU-
LATIVE STAGES: Establishes procedure for bringing
about coordination in the development of CCC and
related programs and assigns responsibility for such
activity to the Price Support and Foreign Supply,
Fiscal, and Shipping and Storage Branches. This
Instruction is effective immediately and applies to
all dockets, procedures and instructions now being
prepared which have not been released for general
consideration. Distribution: (A). (Attention is
called to change in caption of paragraph III in the
advance release distributed to AA manual holders.)

DISTRIBUTION: (A, B)

Page 1



NEW RELEASE - CONT'D

111.25
12-17-47 CCC FIELD ORGANIZATION. Designates CCC Field Offices, prescribes their areas of jurisdiction, and assigns to them the functions formerly performed by the various offices consolidated into these CCC field offices. Distribution: (A, B) (Advance distribution was made to AA manual holders only). On pg. 2 under "Geographic Area" column for New York, "Maine" should be listed after "New Hampshire." Please add.

111.26
12-17-47 FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER: Outlines the functions and responsibilities of the Controller of PMA and CCC. Distribution: (A, B).

120.7
12-12-47 PREPARATION, CLEARANCE AND DISTRIBUTION OF ANNOUNCEMENTS. This is a complete revision, incorporating changes required by the reorganization of PMA. Remove 120.7, dated 2-26-47 from the manual. Distribution: (A, B)

Supersedes
120.7, dated
2-26-47

PMA-445.3
12-12-47 LONG DISTANCE TELEPHONE CALLS. Establishes the policy of the Administration on the use of Long Distance Telephone Service; placing the responsibility for the control in the Divisions of Branches; and establishes minimum standards for determining necessity for calls and records thereof. Distribution: (A,B)

CHANGES

111.1
7-1-47 ORGANIZATION OF PRODUCTION AND MARKETING ADMINISTRATION: After paragraph II, D on page 1, add "Instruction 111.26, outlines the functions and responsibilities of the Controller." Distribution: (A, B)

REMOVE OBSOLETE INSTRUCTIONS FROM MANUAL PROMPTLY!
FILE NEW INSTRUCTIONS CORRECTLY IN PROCEDURE MANUAL

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

ADMINISTRATIVE NOTICE NO. 80

INTERPRETATION OF PMA INSTRUCTION NO. 111.24,
CCC OPERATING RELATIONSHIPS

I PURPOSE

This notice is written to provide interpretation of certain requirements of PMA Instruction 111.24, CCC Operating Relationships, as follows:

A Paragraph III A - This paragraph provides that the Assistant Administrator for CCC "shall arrange for clearance of" certain classes of correspondence.

For the present, the requirements of this section shall be considered satisfied by the referral of such correspondence to the office of the Assistant Administrator for CCC through the usual clearance channels, and with the necessary approvals or concurrences.

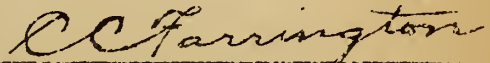
B Paragraph V - This paragraph provides that the Washington branches will provide technical direction necessary for the day to day operations of CCC field offices within the limits of policy and procedure approved by the Assistant Administrator for CCC.

It shall be policy of the Office of the Assistant Administrator for CCC to encourage full and easy communication between Washington branches and CCC field offices, subject always to the condition that this office be fully informed of the original plan of field operations and of any major modifications in such operations.

II REQUEST FOR SUGGESTIONS

I would appreciate any comments or suggestions the Washington branches and the CCC field offices may have on the subject of CCC Operating relations.

For the Administrator:


Assistant Administrator for CCC

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a summary of the work done during the year.

7. The seventh part is a summary of the work done during the year.

8. The eighth part is a summary of the work done during the year.

9. The ninth part is a summary of the work done during the year.

100

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

CCC FIELD OFFICES AND FIELD OFFICE DIRECTORS

The following is a full list of CCC Field Offices with the name and address of the Director of each office. The Directors whose names are preceded by an asterisk are hereby officially designated Directors of the CCC Field Offices, as indicated, and shall assume immediately the responsibilities for CCC operations as specified in PMA Instruction 111.24, CCC Operating Relationships, and PMA Instruction 111.25, CCC Field Organization.

*Anderson, Harold T.

Temporary addresses: (see footnote 1/
below for detail

- (1) For general CCC and Shipping and
Storage matters

Director, Atlanta Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
910 Falls Building
Memphis 3, Tennessee

- (2) For fiscal matters

Director, Atlanta Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
449 West Peachtree Street, N. E.
Atlanta 3, Georgia

*Ballou, Roland F.

Director, San Francisco Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
821 Market Street
San Francisco 3, California

Biggs, Frank P.

Director, New Orleans Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
333 St. Charles Street
New Orleans 12, Louisiana

Bowers, P. E.

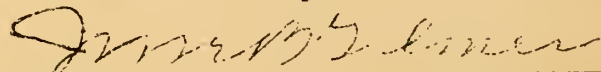
Director, Kansas City Office
Commodity Credit Corporation, PMA
United States Department of Agriculture
417 East 13th Street
Kansas City 6, Missouri

CCC FIELD OFFICES AND FIELD OFFICE DIRECTORS

Bradley, George D.	Director, Chicago Office Commodity Credit Corporation, PMA United States Department of Agriculture 623 South Wabash Chicago 5, Illinois
Cole, James A.	Director, Minneapolis Office Commodity Credit Corporation, PMA United States Department of Agriculture 328 McKnight Building Minneapolis 1, Minnesota
*Grogan, Lawrence A.	Director, New York Office Commodity Credit Corporation, PMA United States Department of Agriculture 150 Broadway New York 7, New York
Kiddle, Clyde L.	Director, Portland Office Commodity Credit Corporation, PMA United States Department of Agriculture 515 S. W. Tenth Avenue Portland 5, Oregon
*White, Latham	Director, Dallas Office Commodity Credit Corporation, PMA United States Department of Agriculture 1114 Commerce Street Dallas 2, Texas

Area Fiscal and Shipping and Storage field offices and their sub-offices are incorporated in and made part of the respective CCC Field Offices, as provided in PMA Instruction 111.25, CCC Field Organization. Correspondence, instructions, etc., heretofore directed to the former Area Fiscal and Shipping and Storage field offices shall be directed hereafter to the appropriate CCC Field Office Director.

1/ Until arrangements are completed for moving the Memphis office, Mr. Anderson will retain his present address. Correspondence addressed to the former Shipping and Storage office at Memphis now should be addressed to Mr. Anderson under his new title at his present address. Correspondence directed to the former Fiscal office at Atlanta now should be addressed to Mr. Anderson at the present fiscal office address in Atlanta and an extra copy made for Mr. Anderson and mailed to Memphis.



Administrator

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

PMA-106.3

COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES

I PURPOSE

This instruction prescribes procedure necessary to give effect to the requirements established in PMA Instruction 111.24, CCC Operating Relationships, for bringing about coordination in the development of CCC and related programs, including program dockets, procedures and instructions.

II DELEGATION OF AUTHORITY

The Director, Price Support and Foreign Supply Branch, is hereby delegated responsibility for carrying out this coordination function for program aspects of CCC and related programs as follows:

A Notice to PS Branch - The originating branch shall notify the Director of the Price Support and Foreign Supply Branch when a preliminary or discussion draft of the docket, procedure, or instruction has been prepared.

B Clearances - The Price Support and Foreign Supply Branch, in collaboration with the originating branch, will schedule necessary clearances and expedite the clearance process by providing all interested persons opportunity for timely participation in the review of the docket, procedure, or instruction, utilizing such time-savings methods as (a) conference method of review, (b) the use of working teams in drafting necessary revisions, and (c) the establishment of deadlines for comment and further consideration.

C Release of Final Docket Drafts - Following clearances provided above, the originating branch shall present the docket in final form to the Secretary, CCC, for review and circulation, not later than Friday of the week prior to the date scheduled for presentation to the Board, as provided for in established procedure.

D Release of Procedures, Instructions, etc. - Following the clearances provided above, approved drafts of procedures and instructions will be returned to the originating branch, which branch will be responsible for its release, including responsibility for arranging for distribution and reproduction in accordance with established practice and procedure.

COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES

III RESPONSIBILITIES AND AUTHORITIES OF FISCAL AND SHIPPING AND
STORAGE BRANCHES FOR CCC CLEARANCES

Procedures, instructions, etc., originating in or dealing primarily with the activities of the Fiscal and Shipping and Storage Branches may be cleared or issued by such branches for CCC, within the limits of their respective areas of responsibility, without referral to the Price Support and Foreign Supply Branch.

* * *

For the Administrator:

C. C. Huntington
Assistant Administrator for CCC

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

PMA 111.25

CCC FIELD ORGANIZATION

I PURPOSE

This instruction is written to establish the CCC field organization; to designate CCC field offices; to prescribe their areas of jurisdiction; and to state their functions.

II POLICY ON CCC OPERATIONS

It is the policy of the Commodity Credit Corporation in the conduct of its program operations to utilize normal trade facilities to the fullest practicable extent and, to this end, private organizations constituting such facilities shall be utilized by the Corporation when such utilization is (a) clearly advantageous to the Corporation, (b) required by law, or (c) in accord with legislative policy. Within the limits of this policy CCC will continue to make full utilization of the facilities of State and county offices on programs involving contact with producers and, to the extent practicable and consistent with policy, to assign other field work on CCC and related programs to CCC field offices. The following instruction is written to cover programs administered through the facilities of PMA.

III CCC FIELD OFFICES AND AREAS OF JURISDICTION

The following is a full list of CCC field offices, the manner of their designation and areas of jurisdiction. As a long-term objective CCC will undertake, to the extent practicable, to assign programs to field offices on a uniform basis so that each office will have a fixed geographic area and be responsible for all CCC operations with that area. The basic geographic areas of each of the CCC field offices is indicated below. Changes in program assignments necessary to conform to these areas will be made program by program on specific instructions to each of the field offices involved. Until field offices receive specific instructions, they shall continue to operate in presently assigned areas and on presently assigned activities.

<u>Office</u>	<u>Established</u>	<u>Geographic Area</u>	<u>Activity assignments</u>
Atlanta	Hereby through consolidation of Atlanta Fiscal, and Memphis Shipping and Storage Offices.	Virginia, Kentucky, Tennessee, North Carolina, Mississippi, Alabama, Georgia, South Carolina, Florida.	Presently assigned activities including Administrative accounting.

 CCC FIELD ORGANIZATION

(III)

Chicago	By PMA 111.1	Iowa, Illinois, Indiana, Ohio, Michigan	Presently assigned activities, including administrative accounting except for administrative accounting in Kansas City and Minneapolis CCC offices.
Dallas	Hereby through consolidation of Dallas Fiscal, and Shipping and Storage offices	New Mexico, Oklahoma, Arkansas, Texas, Louisiana	Presently assigned activities, including administrative accounting except for administrative accounting in New Orleans CCC office.
Kansas City	By PMA 111.1	Wyoming, Colorado, Nebraska, Kansas, Missouri	Presently assigned activities, including administrative accounting for the office.
Minneapolis	By PMA 111.1	Montana, North Dakota, South Dakota, Minnesota, Wisconsin	Presently assigned activities, including administrative accounting for the office.
New Orleans	By PMA 111.1	All States on cotton	Presently assigned activities, including administrative accounting for the office.
New York	Reestablished hereby through consolidation of present CCC office and New York Fiscal, and Shipping and Storage offices.	West Virginia, Maryland, Delaware, Pennsylvania, New Jersey, New York, Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire,	Presently assigned activities, including administrative accounting.
Portland	By PMA 111.1	Washington, Oregon, Idaho	Presently assigned activities, including administrative accounting for the office.
San Francisco	Hereby through consolidation of San Francisco Fiscal, and Shipping and Storage offices.	California, Nevada, Utah, Arizona	Presently assigned activities, including administrative accounting except for administrative accounting in Portland CCC office.

 CCC FIELD ORGANIZATION

IV OUTPORT OFFICES

In addition to the CCC field offices named above, there are hereby established, the following outport offices under the direction of the CCC field offices indicated:

<u>Outport Offices</u>	<u>CCC Field Offices</u>
Philadelphia	New York
Houston	Dallas
Mobile, Norfolk	Atlanta

V ATCHISON OFFICE (NATURAL COOLER STORAGE FACILITIES)

The Atchison office shall be responsible for CCC facilities at Atchison and shall report to the Director, Shipping and Storage Branch, Washington.

VI FUNCTIONS OF CCC FIELD OFFICES

A Program - Within the limits of geographic and activity assignments and subject to policy and technical direction from Washington, each CCC field office shall be responsible for (1) fiscal, (2) shipping and storage functions on CCC and related programs and where applicable for (3) buying, selling, and related functions.

B Administrative Accounting - In addition to program responsibilities, the offices as indicated above shall continue to render administrative accounting services for PMA branches and field offices for the same respective areas as heretofore.

VII ORGANIZATION OF CCC FIELD OFFICES

Each CCC field office shall be in charge of a Director, CCC Field Office, who shall have direct responsibility and authority over all activities assigned to the office, and shall consist of such sections or other organization units as are necessary to carry out the responsibilities of the office.

VIII EFFECTIVE DATE

This instruction takes effect immediately. The Memphis Shipping and Storage office will be closed as soon as arrangements can be completed, and its functions, funds, personnel and records transferred to Atlanta, Georgia.

* * *

FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER

I PURPOSE

This Instruction outlines the functions and responsibilities of the Controller of the Production and Marketing Administration and the Commodity Credit Corporation.

II FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER

As Controller of CCC and PMA, has over-all responsibility for final approval of the policy and the technical phases of all fiscal affairs, including budget, accounting, and audit, of the Corporation and PMA (in accordance with applicable directives of the Board of Directors, the President of CCC, the Administrator, and all applicable laws, rules, regulations and policies), and is responsible directly to the President of CCC and to the Administrator and as adviser to the Board of Directors of CCC. Utilizing to the fullest extent possible the facilities and services of the appropriate technical staffs in PMA and USDA, the functions include the following and any other duties assigned by the President of CCC or the Administrator:

A Over-all Fiscal - Responsible for:

- 1 Review from a fiscal policy standpoint of all programs prior to submittal to the Administrator or Board of Directors, and
- 2 Coordinating the budget, accounting, and auditing phases of any program or operation when there are fiscal policy conflicts.

B Budget - Responsible for:

- 1 Recommending budget policy to the President or Administrator,
- 2 Over-all technical review and approval of procedures and instructions covering all phases of the budget process, and
- 3 Review of all budgets for policy conformance before they are submitted to the Administrator or Board of Directors.

C Accounting - Responsible for:

- 1 Approving accounting policy, and

FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER

(II C 1)

2 Over-all technical review and approval of all general (master) accounting and reporting procedures and instructions involved in the operation of the fiscal program, including offers or announcements to make loans, payments, etc.

3 The responsibility for approving accounting policy and for over-all technical review shall include but not be limited to the following:

a Fiscal arrangements between CCC and commercial banks, cooperatives, Federal Reserve Banks, Treasury Department, and others utilized in executing CCC programs.

b Claims by and against the CCC.

c Valuation reserves.

d Sales prices.

e Inventory records.

D Financial Reporting - Responsible for approving broad policy for:

1 Financial reporting.

2 Technical review and approval of the form and content of all financial statements and reports issued by CCC and PMA.

3 Frequency with which such reports are issued.

4 Analyses of financial statements before issuance.

E Audit - Responsible for:

1 Approving audit policy.

2 Over-all technical review and approval of audit procedures and instructions, including the extent to which such audits are conducted, of the CCC, its agents, or its contractors.

F Liaison with Other Agencies on CCC and PMA Fiscal Matters -

Approves proposed agreements between PMA and CCC and other agencies on the fiscal policy and technical aspects of such agreements.

FUNCTIONS AND RESPONSIBILITIES OF THE CONTROLLER

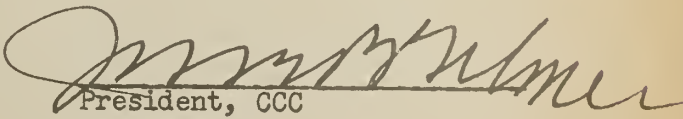
(F)

G Contract Disputes Board - Serves as Chairman of Contract Disputes Board.

H Trends in Programs - Performs continuing study of Congressional plans for changes or modifications in programs carried on or within the framework of PMA-CCC, and makes recommendations regarding fiscal aspects with respect to them.

I General - The Controller may refer any matter falling within the functions and responsibilities enumerated above to the Administrator, President, or Board of Directors, whenever he elects.

* * *


President, CCC
Administrator, PMA

PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS

I PURPOSE AND SCOPE

This Instruction establishes the procedure to be followed in preparing, clearing and distributing announcements within the continental United States. It does not establish requirements for the use of announcements. These requirements are set forth in other PMA Instructions and in program authorizations.

II DEFINITION

A Announcement - Any written statement to the public or to the trade, issued to solicit offers concerning the purchase, sale, or service, of a commodity, the terms and conditions of which become part of any contract resulting from such written statement.

B Branch - Any branch of PMA responsible for buying or selling commodities, or obtaining services therefor.

C Field Office - Any field office of PMA authorized to issue announcements and enter into contracts to buy or sell commodities, or to obtain services therefor.

III ANNOUNCEMENTS ISSUED IN WASHINGTON

A Preparation - Branches shall prepare advance copies of any proposed announcement. Announcements shall be prepared in accordance with applicable PMA Instructions in the 128 series, except as otherwise specifically authorized. Announcements shall show the applicable docket symbol and number and the sales action or authorization number, if any.

B Identification - An announcement symbol and number shall be assigned to each proposed announcement. The series of numbers now in use shall continue to be assigned and shall be assigned without reference to fiscal year. The following symbols shall be used for all announcements:

Cotton Branch	CN	Livestock Branch	LS
Dairy Branch	DA	Poultry Branch	PY
Fats and Oils Branch	FO	Shipping and Storage Br.	SS
Fruit and Vegetable Branch	FV	Sugar Branch	SU
Grain Branch	GR	Tobacco Branch	TB

C Clearance - An advance copy of each proposed announcement shall be cleared with the offices listed below. Each of these offices,

PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS

(III C)

excepting the Office of the Solicitor, shall designate one individual to be responsible for clearing proposed announcements for the office.

- 1 The Office of the Solicitor
- 2 The Fiscal Branch
- 3 The Shipping and Storage (SS) Branch
- 4 The Price Support and Foreign Supply Branch
- 5 The Inspection Service of the branch performing inspection, excepting sales announcements.
- 6 The Office of Audit, if the announcement contains an "audit of books and records" clause other than one included in an approved Standard Contract Conditions form.

D Informational Distribution - An advance copy of each announcement shall be forwarded to the Office of the Controller.

E Duplication and Distribution - After a proposed announcement has been cleared as set forth in III C above, the final draft or mimeograph stencils of such approved announcements shall be forwarded to the Administrative Services (AS) Division, together with notification as to the distribution to be made by mailing list(s) and a request for the number of copies needed by the issuing office for distribution to Washington and field employees of the branch and for other purposes. The AS Division will arrange for preparation of mimeograph stencils where necessary, duplicate and distribute each announcement in accordance with the instructions of the issuing branch unless the issuing branch prefers to make distribution. In the latter instance the AS Division shall remain responsible for making distribution within the Department.

IV ANNOUNCEMENTS ISSUED BY FIELD OFFICES

A Preparation - If the Washington Office of the branch involved has not furnished the field office with an appropriate announcement, the field office responsible for the purchase, sale, service or related activity shall prepare advance copies of any proposed announcements. Announcements shall be prepared in accordance with applicable PMA Instructions in the 128 series, except as otherwise specifically authorized. Announcements shall show the applicable docket symbol and number and the sales action or authorization number, if any.

PREPARATION, CLEARANCE, AND DISTRIBUTION OF ANNOUNCEMENTS

(IV)

B Identification - Announcements prepared by field offices shall be identified by the same symbols and numbers as set forth in paragraph III B, above, with the addition of a hyphen and a capital letter indicating the city in which the issuing office is located, immediately following the two-letter symbol designating the issuing branch.

C Clearance - An advance copy of each proposed announcement shall be cleared with the following:

- 1 The Regional Attorney
- 2 The appropriate CCC Field Office, unless the announcement originates in the CCC Field Office.
- 3 The Field Office of the Inspection Service of the branch which is to perform the inspection, excepting sales announcements.
- 4 The Field Office of the Office of Audit, if the announcement contains an "audit of books and records" clause other than one contained in an approved Standard Contract Conditions form.

D Duplication - After a proposed announcement has been cleared as set forth in IV C above, the final draft of such approved announcements shall be forwarded for duplication to the Area AS Division, if it is located in the same city as the issuing office. Otherwise, the issuing office shall use its own facilities or make arrangements for duplication with local private enterprises.

E Distribution - The issuing office shall maintain appropriate mailing lists to insure adequate distribution of announcements to the trade, to the public, to the appropriate CCC Field Office(s), to the Washington Office of the issuing branch, to the Controller, to the Office of Audit, to the SS Branch, to the Fiscal Branch, to the Assistant Administrator for CCC, and to the library of the Department of Agriculture, the latter to receive six copies of all announcements issued in the field.

- 1 By the Area AS Division - When the Area AS Division prepares the mimeograph stencils and duplicates an announcement, it shall also distribute it in accordance with mailing lists furnished by the issuing office.

- 2 By the Issuing Office - When an announcement is duplicated by the originating office or a private concern, the issuing office shall make the necessary distribution.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PMA 445.3

LONG DISTANCE TELEPHONE CALLS

I PURPOSE

The purpose of this Instruction is to set forth the policy of the Administration with respect to the use of telephones for long distance calls, restrictions on the expenditure of funds therefor, general requirements and procedures to be followed in certifying, recording, analyzing, and controlling toll calls, and specific elements which shall be the basis for determining the necessity of each call before the call is made.

II GENERAL POLICY

A No long distance telephone calls shall be made at Government expense except for official purposes, when the business to be transacted is urgent, when less costly communication is not available or will not serve the purpose, and when necessary in the interest of the United States.

B It is the responsibility of the directors of the various branches and the heads of various staff offices to control the use of long distance telephone service by the most effective means possible. They shall maintain information to justify expenditures for long distance telephone service which can be supplied upon request.

C It is the responsibility of the person making the call to have assembled all relative data and information necessary to assure that the call may be completed in the shortest time possible.

III DETERMINING NECESSITY FOR MAKING CALLS

Determination of whether or not each particular long distance telephone call should be made, rather than use a less costly means of communication, shall be the responsibility of the person or persons by whom the call is made and authorized. In making such determination the following items shall be considered and no long distance telephone expenses shall be incurred unless:

A The efficient execution of important official business would definitely be hindered, or

B A monetary loss might result to the Government if a less expensive mode of communication would be used, or

C The subject to be required to be discussed would necessitate travel if long distance telephone service were not used, or

LONG DISTANCE TELEPHONE CALLS

(III)

D The immediate official action is required by an emergency situation relating to illness, injury, or property damage or other similar circumstances.

IV RESPONSIBILITY FOR AUTHORIZING USE OF LONG DISTANCE TELEPHONE SERVICE

It is the responsibility of the branch directors or heads of staff offices or employees delegated by them to limit the authority for making long distance telephone calls to employees competent to determine the necessity for and efficiency in the use of such service.

V RECORDING THE USE OF LONG DISTANCE TELEPHONE SERVICE

It is the responsibility of the directors of branches and heads of staff offices or employees authorized by them to prescribe and direct the establishment of necessary control measures appropriate to each unit to prevent unnecessary use of long distance telephone service. Such controls shall include provisions for periodic analysis of the record of long distance telephone calls, for review of rates of expenditure, and for testing calls to determine whether or not they were necessary in the interest of the Government and pursuant to paragraph III of this Instruction. A brief but specific record of all long distance telephone calls costing more than fifty cents each shall be kept in each office showing on each call made by employees of that office and on each call accepted for payment, the specific subject of each call and the reason the official business could not be handled by a less expensive method of communication.

VI CERTIFICATION AND PAYMENT OF VOUCHERS

A General - Vouchers submitted covering the use of long distance telephone service shall be presented to the authorized certifying officer with sufficient detail, data and administrative approval that they may be approved for payment, pursuant to the provisions contained in Department Regulation 1674 and this Instruction.

B Washington - For each long distance telephone call made from Washington the switchboard operator of the Telephone and Telegraph Section, Communications Division of the Office of Plant and Operations, will prepare in triplicate Form P&O-28, Revised, and distribute the forms in accordance with the joint Budget and Finance Circular 310, Revision 2, and Plant and Operations Circular 16, Revision 2, as follows:

1 Yellow Copy - The yellow copy will be retained in the Telephone and Telegraph Section.

LONG DISTANCE TELEPHONE CALLS

(VI B)

2 White Copy - The white copy is furnished the Telephone Company and used in the preparation of the Telephone Company's bill. The bill of the Telephone Company is returned to the Office of Plant and Operations where it is broken down by agencies of the Department. The calls made by each agency are summarized on separate P&O Forms 88 and are forwarded to each agency with supporting copies of P&O-28.

3 Pink Copy - Pink copy is forwarded to the person making the call (through the appropriate branch administrative officer) and the certification thereon is signed by the caller. The call is approved by the administrative officer and the allotment number is indicated on the back of the form. The form is then forwarded to the Fiscal Branch where it is checked against the Telephone Company bill.

VII TELEPHONE CALLS MADE FROM OR ACCEPTED FOR PAYMENT BY FIELD OFFICES

When telephone calls are made from or are accepted for payment by field offices either from AD-102, Toll Call Certificate, or Form P&O-28 shall be used. Preparation, approval and distribution of the forms shall be as follows:

A Calls Made from Field Offices - Form AD-102 or Form P&O-28 will be prepared by the switchboard operator, or by the person making the call if there is no operator, signed by the person making the call, approved by the officer in charge of the office, or employee authorized by him to approve, and forwarded through the appropriate supervising officer to the fiscal office responsible for audit, certification, and payment of the bill submitted for long distance calls.

B Calls Accepted for Payment by Field Offices. Form AD-102 or Form P&O-28 will be prepared by the switchboard operator or by the person accepting the call if there is no operator, signed by the person accepting the call, approved by the officer in charge of the office, or employee authorized by him to approve, and forwarded through the appropriate supervising officer to the fiscal office responsible for audit, certification and payment of the bill submitted for long distance calls.

C Calls Made by Travelers from Points Outside Washington or Field Offices - Where cost is paid by Caller. Form AD-102 will be prepared and signed by the employee making the call, approved by the caller's superior officer, or other employee authorized to approve, and attached to SF 1012, travel reimbursement voucher as required by Standardized Government Travel Regulations and PMA Instruction 218.1.

* * *

